

(Insert Directive Number and Title)

Synopsis

Statement of Necessity:

Purpose: *(State the reason for the directive and the expected outcomes.)*

Justification: *(Validate the need for the directive.)*

Summary Background:

➤ *(Provide background information that led up to the development of the directive.)*

Summary of Comments:

➤ The following organizations provided major comments:

➤ The following organizations provided suggested comments:

➤ The following organizations concurred on the directive:

➤ The following organization(s) non-concurred and resolution was reached:

➤ *(Summarize key comments and how they were resolved.)*

Reports Required:

Sensitivities:

Budgetary Impacts: *(Explain any budgetary or operational impacts and whether implementation of the directive increases or decreases any cost or resources.)*